



CITY OF HAYWARD

AGENDA REPORT

AGENDA DATE 02/08/05

AGENDA ITEM 5

WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Hayward Executive Airport Helicopter Arrival and Departure Study: Authorization for the City Manager to Execute a Professional Services Agreement with Coffman and Associates

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution that authorizes the City Manager to execute a Professional Services Agreement with Coffman and Associates, in an amount not to exceed \$55,000.

DISCUSSION:

Over the past year, the City has experienced an increase in the number of helicopter operations at the Hayward Executive Airport. Because of the need to keep helicopter operations separate from fixed wing aircraft operations, there has been a commensurate increase in helicopter overflights of the Winton Grove and Longwood communities. This has resulted in noise complaints from residents in these areas.

It is proposed that the City undertake a helicopter arrival and departure procedures study in conjunction with the affected parties. It is anticipated that the participants would include the FAA, helicopter operators, and representatives of the residential neighborhoods adjacent to the Airport. The objective of the study is to develop specific arrival and departure procedures for helicopters that can be agreed upon by all parties, which minimize the impact of helicopter overflights on residential areas.

An outside consultant would conduct the study and develop the recommended procedures. Initially, the consultant will conduct a review of existing helicopter operating procedures to identify specific noise and over flight of sensitive areas. This review will be used to identify and discuss potential new or adjusted helicopter routes and altitudes.

The consultant will take into consideration the comments and input from the proposed "working group" comprised of representatives from the FAA, representatives from the neighborhoods, helicopter operators, and City staff. Throughout this project, there will be considerable City, helicopter operator and public interaction.

Staff recommends that the "working group" be composed of ten individuals: four city neighborhood representatives, four helicopter operator representatives, one FAA representative and one City Airport staff representative. In order to recruit the four city neighborhood representatives, an advertisement will be placed in the newspaper and announcements posted on Cable Channel 15, as well as on the City website. If more than four applications are received, the Airport Committee will conduct interviews and select representatives.

It is planned that at least two public information meetings will be held to provide an overview of the project as well as to publicly present results of the new procedures. This should provide ample opportunity for the public to provide input to the consultant and working group with regards to the proposed helicopter routes and altitudes.

Upon completion of the study, a Letter of Agreement (LOA) between the Federal Aviation Administration (FAA), City, and the helicopter operators will be executed outlining the established arrival/departure routes and altitudes. Additionally, a photo-based helicopter pilots guide will be prepared containing key information with the new procedures as well as identifying and avoiding (where possible) any noise-sensitive areas surrounding the Airport.

In order to select a qualified consultant, the City solicited proposals from airport planning consulting firms experienced with similar types of projects. Four consultant firms responded to the City's request. Interviews with the prospective consultants were conducted and it was determined that Coffman Associates from Phoenix, AZ, was the most responsive to the City's needs. Coffman Associates has experience in these types of projects, as well as a familiarity with Hayward from their recent completion of the Airport Master Plan Update.

A summary of the proposed scope of work is attached as Exhibit A. It is anticipated that the study will take four months to complete. The cost is not expected to exceed \$55,000.

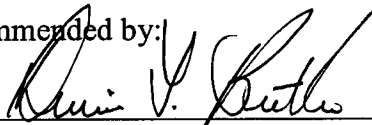
The proposed study and scope of work were reviewed by the Council's Airport Committee on January 27, 2005. The Committee unanimously recommends to the City Council that the City undertake the study as proposed.

Prepared by:



FOR Brent S. Shiner, Airport Manager

Recommended by:



Dennis L. Butler, Director of Public Works

Approved by:



Jesús Armas, City Manager

Attachment:

Exhibit A: Proposed Scope of Work

HELICOPTER ARRIVAL AND DEPARTURE PROCEDURES EVALUATION STUDY

Study Purpose and Need

Description: Coffman Associates (Consultant) will prepare an overview of the specific purpose and need for this helicopter arrival and departure procedures evaluation study. More specifically, this overview will outline the roles, responsibilities and authority of the City of Hayward, the Federal Aviation Administration (FAA) and the helicopter operators with regards to helicopter noise, arrival and departure procedures, and the enforcement of procedures that may result from this evaluation. This overview will be included in the final report. The Consultant will also assist the City in obtaining both FAA's and the local helicopter operator's assistance and cooperation with this study effort.

Review and Inventory Existing Helicopter Operating Procedures

Description: Coffman Associates will meet with the Hayward Executive Airport staff, Airport Traffic Control Tower (ATCT) personnel, and locally-based helicopter operators (as available) to identify current helicopter operators, types of helicopters (makes and models), helicopter operating procedures, specific noise/over-flight sensitive areas and areas of significant complaints. The meeting will also be used to identify and discuss potential new or adjusted helicopter arrival and departure routes and altitudes. The results of this review and inventory process will be described in both written and graphic format in the final report.

Develop "Preliminary" Arrival and Departure Routes and Altitudes

Description: Utilizing the information obtained, the Consultant will develop "preliminary" helicopter arrival and departure routes and altitudes for review and comment by Airport Staff, ATCT personnel, and locally-based helicopter operators. The arrival and departure routes and altitudes will be illustrated on a photo-based exhibit and will also be described in written and graphic format in the final report. Coffman Associates will meet with the PAC to review and refine the "preliminary" routes and altitudes. These refined "preliminary" routes and altitudes will serve as the basis for the "draft" Letter of Agreement. No specific noise studies will be conducted as a part of this evaluation.

Prepare Report

Description: At the conclusion of the evaluation process, the Consultant will prepare a report, in both written and graphic format, which will describe the purpose and need for the study, a description of existing helicopter operations, areas of concerns, identification of potential new "preliminary" helicopter routes and altitudes and final recommendations.

Helicopter Pilot Guide

Description: A photo-based helicopter Pilot Guide suitable for insertion into a Jeppesen flight manual will be prepared. It will describe, in graphic and narrative format, key information about the airport and will describe helicopter arrival and departure procedures and noise-sensitive areas near the airport. The consultant will print 250 copies of the Pilot Guide and will also provide the City with an electronic file of the Pilot Guide in PDF format.

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. 05-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT BETWEEN THE CITY OF HAYWARD
AND COFFMAN AND ASSOCIATES TO CONDUCT A
HELICOPTER ARRIVAL AND DEPARTURE STUDY

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute on behalf of the City of Hayward an agreement with Coffman and Associates for professional services to conduct a helicopter arrival and departure study for the Hayward Executive Airport, in an amount not to exceed \$55,000, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2005

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____

City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward